Governor's GMAP Forum

Basic logistical information for presenters

In advance:

- The powerpoint presentation and all supporting materials are due to the lead GMAP analyst by the "report due" date for the scheduled GMAP session with the Governor. *(see Governor's GMAP Forum Schedule)* Please post the presentation and all supporting material to the GMAP shared site: ftp://198.186.220.13/GMAP/

- Prepare 50 copies of the presentation and supporting materials as handouts for observers.

Day of the GMAP presentation:

- Governor's GMAP Forum sessions are held in the Columbia Room on the first floor of the Capitol Building.

- Sessions begin promptly at 8:30. The room will be open by 7:45 AM.

- Your presentation will be loaded onto the laptop when you arrive. Please bring a staff member familiar with the presentation to click through the presentation and/or supporting materials. Internet access is available if you want to include live visits to a particular website. <u>Please let us know ahead of time if you will need internet access.</u>

- The agency director(s) will be seated directly opposite the Governor. Senior agency staff should sit at the table next to the director(s). Seats are reserved in the first row of observer seating for additional agency resource staff.

- The agency director speaks into the microphone provided. Other microphones are provided for senior staff. The microphones have a button that must be pushed "on."

- Governor Gregoire and the members of the GMAP Leadership Team have similar microphones.

- Beverages will not be provided. Vending machines and the Under the Dome Deli are available for purchasing coffee, etc. If you bring your own drink, please no red punch or beverages with red dyes, as this will stain the carpet in the event of a spill.

After the GMAP presentation:

- The GMAP analyst will prepare a memo listing the specific action directives from the forum, requests for additional or clarifying information, and other items that should be attended to before the next quarterly forum. This memo will serve as a key building block for subsequent forums.

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